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## POSITION DESCRIPTION

**Title: Bus Driver**

**Department: Transportation**

**Reports To: Director of Operations**

**Status: Part-time**

**Available Hours: Mon.-Fri. 1:30-6:00 PM (hours will vary)**

**Start Date: January 16, 2018 (preferably January 12 for training)**

### **Position Description:**

Head bus driver for Boys & Girls Clubs of Durham and Orange Counties. Picks up students for after school program and takes them on field trips.

### **Responsibilities:**

- Safely drive Boys & Girls Club buses
- Minor bus maintenance
- Weekly interior cleaning of buses
- Maintain safety and order on buses
- Other duties as assigned

### **Relationships**

- Internal: Maintain close daily contact with club staff (professional and volunteer) to receive and distribute information as needed

### **Requirements**

- Clean driving record
- CDL Certification with air brakes and passenger endorsement
- Three (3) references
- Clean background check
- Physically able to perform weekly visual inspections
- Ability to establish and maintain effective working relationships with all Club personnel, members of the community, and Club parents

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are performed throughout the Club, noise level in the work environment will fluctuate from moderate to high.

### **To Apply**

- Submit resume and three references to Benay Hicks at [bhicks@bgcdoc.org](mailto:bhicks@bgcdoc.org).

*Pay is commensurate with experience and qualifications.*